

WIAB 06-10

DATE: October 28, 2010
TO: All WIA Subrecipients
FROM: Susan Simmons, Workforce Operations Manager
Workforce Development Division
SUBJECT: WIA INFORMATION - All IDOL Providers

The On the Job Training (OJT) NEG is effective and ready for enrollments. Attached is the implementation guidance.

If you have questions, please contact a Grant Management Officer at the Central Office.

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OJT NEG Technical Assistance Guide

On-the-Job Training for Dislocated Workers

(Not applicable to North Idaho College and Magic Valley Youth and Adult Services)

WHAT : National Emergency Grant (NEG) funds, October 1, 2010 to June 30, 2012
OFFERING: On-the-job training (OJT) contracts and related supportive services
FOR WHO: Only Dislocated Workers who meet specific criteria
Only employers/job openings that meet specific criteria
WHERE : Statewide, all local offices

PARTICIPANT ELIGIBILITY ~

- Meets WIA definition of Dislocated Worker
- Dislocation event occurred on or after January 1, 2008
- Meets the definition of prolonged unemployed (exceeds 17.13 weeks unemployed time)

A week will count as "unemployed" when a) the individual received an unemployment insurance payment (any amount) for that week; b) the individual did not work for any wages that week; or, c) the individual worked less than 30 hours that week.

~ OJT NEG will comply with priority of service for Veterans and Eligible Spouses as required by WIA

~ Idaho will focus on individuals who meet the OJT NEG criteria above who are also veterans; individuals with disabilities; those who have completed skills training/retraining but remain unsuccessful in re-entering the workforce.

EMPLOYER ELIGIBILITY ~

OJT NEG will **not allow** development of OJT positions

- ~ With public sector employers
- ~ With employers which are gambling establishments, swimming pools, aquariums, zoos, and golf courses (these are ARRA funds)
- ~ That will or may result in displacement of current employees;
- ~ With employers that have relocated all or part of their business within the previous 120 days where the relocation action has resulted in the loss of employment of any employee at the original location.

REIMBURSEMENT GUIDANCE AND POLICIES

Wage Rate – Job opening must pay a minimum wage of at least \$10.00 per hour

Duration - A six (6) month reimbursement limitation for these funds. The length of each OJT will be determined by the case manager based on an analysis with the employer of the occupational skill levels of the participant vs. the job opportunity available, and will include consideration of the SVP code of the occupation. Idaho anticipates an average of three (3) months OJT duration.

Sliding Scale Employer Reimbursement - The OJT NEG provides a sliding scale option for employer reimbursement based on employer size, from 50 percent up to 90 percent:

- a) For employers with 50 or fewer employees, up to 90 percent cost reimbursement
- b) For employers with 51 to 250 employees, up to 75 percent cost reimbursement
- c) For employers with 251 employees or more, reimbursement would remain at the 50 percent statutory level.

Wage Cap - The reimbursement level will not exceed a percentage (50 percent through 90 percent) of the state's average hourly wage as identified by the Bureau of Labor Statistics for 2009, which is \$18.23/hour. Contracts will be allowed with employers who elect to pay more than the state average wage; however, the employer cannot receive a training reimbursement beyond a percentage (determined by the sliding scale) of the capped level.

Reimbursement Schedules – The case manager may choose to reimburse OJT NEG employers on a monthly basis, or may choose to offer one payment upon completion of the OJT.

Other Guidelines - All other WIA OJT guidelines, policies and processes in the OJT Technical Assistance Guide will apply to the OJT NEG program.

FORMS & MIS

The OJT NEG will utilize WIA's OJT forms and employer orientation requirements ~

- ~ Employer contract and Handbook
- ~ Job analyses & Training Task Outline
- ~ Timesheet, monthly/one-time payment

The WIA MIS will be used to track participants, costs, etc.

- ~ New OJT NEG title will be "JE" in the system
- ~ Complete fund number will be J-E-24-914
- ~ Enrollment in JE will be possible as of October 1st

Recently-developed OJT posters and brochures (attached) will be posted online in the WIA MIS for program outreach and employer visits by October 1st

BUDGET, STAFFING & TIME CODING

To allow expenditure of funds as quickly and expeditiously as possible, the OJT NEG program will be managed on a statewide basis; there will be no regional allocations. Central Office staff will continuously monitor the obligations and time charges.

Marketing to Employers – Public service announcements/press releases will be distributed early in October to encourage employers to contact the local offices if interested in Dislocated Worker OJTs. Local offices are encouraged to highlight OJT information and brochures during Business Services outreach, especially when targeting high growth industries.

Marketing of OJT opportunities may identify employers/workers who do not meet the criteria of this OJT NEG. Local offices are encouraged to access regular WIA Dislocated Worker formula funds to support OJTs for individuals who may not qualify for the OJT NEG.

Marketing may identify employer OJTs beyond the capacity of the OJT NEG. Local offices should be prepared to support OJT opportunities with formula Dislocated Worker funds if employer interests exceed capacity of the OJT NEG.

NOTE: Area managers and Central Office staff are prepared to adjust Rapid Response funds between local offices or areas of the state to ensure the organization's ability to support OJTs. Case managers are asked to inform their management staff of pending OJT possibilities if and when local office Dislocated Worker resources are obligated.

Time Charging – Frontline staff are expected to charge to the OJT NEG **only** when engaged in activities directly in support of OJT NEG participants.

- WIA Intake/Assessment – General WIA intake/initial assessment activities where a specific program is not identified should not be charged to the OJT NEG.
- Employer Outreach – General employer outreach activities should not be charged to the OJT NEG. Employer outreach on behalf of a specific OJT NEG qualified Dislocated Worker should be charged to the OJT NEG.
- Case Management – After enrollment in the OJT NEG, all case management activities will be charged to the OJT NEG.

LOCAL OJT NEG FUNDING

Central office staff will continually monitor time charging, number of OJTs established, and participant obligations. A financial status report will be distributed on a monthly basis to all local offices. It is not known if USDOL will provide additional OJT NEG funding if the initial award is spent/obligated before the end date of the NEG.